

**STATE OF NEVADA  
BOARD OF EXAMINERS  
FOR  
LONG TERM CARE ADMINISTRATORS**

**MINUTES OF QUARTERLY MEETING  
NOVEMBER 1, 2005  
ROOM 4500  
GRANT SAWYER BUILDING  
555 EAST WASHINGTON AVENUE  
LAS VEGAS, NV 89102**

1. THE MEETING WAS CALLED TO ORDER BY MARGARET MCCONNELL, CHAIRPERSON, AT 9:30 A.M.
2. TERRY PEDROTTI, EXECUTIVE SECRETARY, CALLED THE ROLL – A QUORUM WAS PRESENT.

BOARD MEMBERS PRESENT:

MARGARET MCCONNELL  
MARY ELLEN WILKINSON  
ARNOLD GREENHOUSE, M. D.  
CAROL SALA

DONNA J. ROSE  
DOUGLAS R. SINCLAIR  
TERRY D. CLODT

STAFF:

DIANNA HEGEDUIS, CHIEF DEPUTY ATTORNEY GENERAL

TERRY PEDROTTI

GUESTS:

DAVID UDY, e elders.org  
LYNN HOMNICK, C.A.R.E./ADMINISTRATOR

PAM SNYDER, BLC

MARGARET MCCONNELL INTRODUCED AND WELCOMED THE GUESTS AND THANKED THEM FOR ATTENDING. MS. MCCONNELL STATED THAT ITEMS WOULD BE TAKEN OUT OF ORDER TO ACCOMPLISH BUSINESS IN THE MOST EFFICIENT MANNER.

3.\*\* A. DONNA ROSE, SECRETARY/TREASURER ASKED IF THERE WERE ANY CORRECTIONS, ADDITIONS OR DELETIONS TO THE MINUTES OF THE QUARTERLY MEETING HELD ON AUGUST 25, 2005 IN RENO, NEVADA THAT HAD BEEN DISTRIBUTED TO THE BOARD MEMBERS PRIOR TO THE MEETING FOR THEIR REVIEW. THERE WERE NONE, AND MS. ROSE REQUESTED A MOTION. TERRY CLODT MOVED TO ACCEPT THE MINUTES AS WRITTEN. ARNOLD GREENHOUSE SECONDED THE MOTION, AND THE MOTION WAS CARRIED.

- B. MS. ROSE REVIEWED THE FINANCIAL REPORTS AND STATED THAT THEY REFLECTED THE HISTORICAL TWO-YEAR FLUCTUATION THAT OCCURS DUE TO THE LOWER NUMBER OF RENEWALS IN THE PAST FISCAL YEAR.

MS. ROSE COMMENTED ON THE PROJECTED BUDGET FOR FISCAL 2005 – 2006 AND NOTED THAT INCREASED INCOME WAS PROJECTED BECAUSE OF THE INCREASED NUMBER OF RENEWALS FOR THE YEAR AND INCREASE IN INTEREST OF INVESTED MONEY.

MS. ROSE REQUESTED A MOTION . TERRY CLODT MOVED TO ACCEPT THE FINANCIAL REPORTS AS SUBMITTED. ARNOLD GREENHOUSE SECONDED THE MOTION. THERE WAS NO DISCUSSION, AND THE MOTION WAS CARRIED.

4.\*\* TERRY PEDROTTI GAVE THE ADMINISTRATIVE REPORT. MS. PEDROTTI REPORTED THAT PRIOR TO CHARLOTTE BIBLE'S DEPARTURE, ALL LEGAL CASES WERE CLOSED. THERE ARE NO OUTSTANDING DISCIPLINARY ACTIONS PENDING.

THE ANNUAL REPORT CONSISTING OF LICENSEE ACTIVITY, SUMMARY OF DISCIPLINARY ACTIONS, AND BUDGET PROJECTIONS AND ACTUALS FOR FISCAL YEARS 2003 TO 2005 TO THE LEGISLATIVE COUNSEL BUREAU WAS SENT, INCLUDING A COPY TO KEITH MONROE OF THE GOVERNOR'S OFFICE. THIS WAS A FIRST OCCURRENCE.

MS. PEDROTTI REPORTED THAT APPROXIMATELY 100 RENEWAL NOTICES FOR THE HISTORICAL FEBRUARY 28 RENEWAL DATE.HAD BEEN SENT. THAT FIGURE REPRESENTS THE NUMBER OF ORIGINAL RFA LICENSEES WHO STILL HOLD ACTIVE LICENSES FROM NOVEMBER AND DECEMBER 1995. THE BUREAU OF LICENSURE AND CERTIFICATION IS RENEWING ALL FACILITY LICENSES AS OF NOVEMBER 15<sup>TH</sup>. AS A RESULT, THE BOARD'S OFFICE IS RECEIVING NUMEROUS REQUESTS FOR LICENSE REPLACEMENTS TO COMPLY WITH THE RULING THAT ALL FACILITIES MUST DISPLAY AN ORIGINAL LICENSE WITH THE NAME OF THE FACILITY IMPRINTED ON IT.

ALL ELSE IS PURELY ROUTINE AT THE MOMENT.

5.\*\* A. NURSING FACILITY ADMINISTRATOR LICENSES ISSUED:

1. FLEMING, MICHAEL C.
2. FRAGA, JANICE C.
3. SINGLETON, DR. BARRY W.
4. SNEDDON, DAVID M.
5. TERWILLIGER, JENNIFER M.

ALL LICENSEES HAD MET THE REQUIREMENTS, AND THE APPLICATIONS HAD BEEN REVIEWED BY DONNA ROSE. MARGARET MCCONNELL REQUESTED A MOTION. ARNOLD GREENHOUSE MOVED TO GRANT FINAL BOARD APPROVAL FOR THE LICENSES. TERRY CLODT SECONDED THE MOTION, AND IT WAS CARRIED.

B. RESIDENTIAL FACILITY ADMINISTRATOR LICENSES ISSUED:

1. FOSTER, CAROL A.
2. FRANK, MELISSA
3. KIRTZ, MICHELE N.
4. MERCADO, RANGI
5. WHITE, VENUS C.

ALL LICENSEES HAD MET THE REQUIREMENTS, AND THE APPLICATIONS HAD BEEN REVIEWED BY DOUGLAS R. SINCLAIR. MARGARET MCCONNELL REQUESTED A MOTION. DOUGLAS SINCLAIR MOVED TO GRANT FINAL BOARD APPROVAL FOR THE LICENSES. ARNOLD GREENHOUSE SECONDED THE MOTION, AND IT WAS CARRIED.

C. INACTIVE REQUESTS:

1. GREGG, BRANDY L. RFA

ALL REQUIREMENTS WERE MET. MARGARET MCCONNELL REQUESTED A MOTION. DOUGLAS SINCLAIR MOVED TO ACCEPT THE INACTIVE STATUS REQUEST. MARY ELLEN WILKINSON SECONDED THE MOTION, AND THE MOTION WAS CARRIED.

6.\*\* UNFINISHED BUSINESS:

- A. PUBLIC WORKSHOP WAS POSTPONED UNTIL THE NEXT QUARTERLY MEETING IN FEBRUARY 2006. DIANNA HEGEDUIS STATED THAT SHE WOULD WORK ON THE LANGUAGE TOGETHER WITH MARGARET MCCONNELL AND TERRY PEDROTTI FOR THE CHANGES IN ORDER TO BE ABLE TO GIVE ADEQUATE NOTICE OF THE WORKSHOP.
- B. CHANGES TO REQUIREMENTS OF NAC 654.111, SECTION 1., (B)(2)(I) WILL BE DISCUSSED IN THE PUBLIC WORKSHOP.
- C. AMENDMENT TO GRANT VARIANCE TO RFA ADMINISTRATORS, CHAPTER NAC 654.250, SECTION 2. WILL BE DISCUSSED AT WORKSHOP.
- D. CHANGE TO CHAPTER NAC 654.152, SECTION REGARDING REFUNDABLE FEES TO BE DISCUSSED AT PUBLIC WORKSHOP.
- E. MARGARET MCCONNELL EXPLAINED THE PROGRESS OF THE COMMITTEE REGARDING THE INCREASE OF RC/AL PRELICENSURE TRAINING. MS. MCCONNELL STATED THAT PATTI SWAGER OF THE NEVADA GERIATRIC EDUCATION CENTER HAS ORCHESTRATED THE RESEARCH, ORGANIZED THE COMMITTEE, PREPARED THE AGENDAS, PREPARED THE MEETING NOTES AND ARRANGED FOR TELECONFERENCE MEETINGS WITH MEMBERS OF THE COMMITTEE.

THE MAIN FOCUS OF THE COMMITTEE IS TO CREATE A HIGHER STANDARD TRAINING PROGRAM TO PREPARE APPLICANTS FOR THE PROPER CARE OF THE ELDERLY AND DISABLED, INCLUDING HAVING APPLICANTS ACTUALLY PARTICIPATE IN AN ADMINISTRATOR-IN-TRAINING PROGRAM AT ACTUAL FACILITIES. THIS TRAINING WOULD ALLOW THE APPLICANTS TO ACTUALLY PARTICIPATE IN THE EXPERIENCE OF CARING FOR RESIDENTS AND THE ADMINISTRATION OF A FACILITY. ADDITIONALLY, DEBBIE BAGNATO FROM THE BUREAU OF LICENSURE AND CERTIFICATION, STATED BLC WOULD PREPARE A TWO-HOUR TRAINING SESSION IN WHICH APPLICANTS WOULD BECOME FAMILIAR WITH THE RULES AND REGULATIONS OF NEVADA AS THEY RELATE TO ADMINISTRATION OF A FACILITY AND ITS RESIDENTS.

DOUGLAS SINCLAIR, A MEMBER OF THE COMMITTEE, STATED THERE WERE SOME CHALLENGES THIS PROGRAM WILL BE CONFRONTED WITH: I.E., TRAINING FOR THE TRAINER AND AN INCENTIVE OF COMPENSATION FOR THE TRAINER.

LYNN HOMNICK, A MEMBER OF THE COMMITTEE, AN ADMINISTRATOR AND REPRESENTATIVE OF C.A.R.E. FOR SOUTHERN NEVADA, EXPLAINED THAT A SURVEY WILL BE SENT TO SELECTED ADMINISTRATORS TO OBTAIN INPUT ON HANDS-ON TRAINING, TIME FRAME FOR AVAILABILITY, TRAIN-THE-TRAINER PROGRAM, TOPICS/DOMAIN THE ADMINISTRATOR WOULD BE MOST COMFORTABLE IN TRAINING AN APPLICANT, ETC.

TERRY CLODT ASKED ABOUT THE AMOUNT OF TIME AN APPLICANT MIGHT SPEND ON THE TRAINING. MS. MCCONNELL STATED THAT PROBABLY NO LONGER THAN 5 DAYS AT THE MUTUAL CONVENIENCE OF TRAINER AND TRAINEE.

MS. MCCONNELL STATED THERE WOULD BE SOME COSTS INVOLVED AND THOSE COSTS WOULD BE EVENTUALLY PASSED ON TO THE LICENSEE. ONCE THOSE COSTS ARE ESTIMATED, THE PROPOSAL WOULD BE BROUGHT BACK TO THE BOARD FOR REVIEW, DISCUSSION AND EITHER APPROVAL OR NON-APPROVAL.

DIANNA HEGEDUIS EXPLAINED THAT THE FINAL IMPLEMENTATION OF A PROGRAM CANNOT VIOLATE THE STATUTES, AS IT RELATES TO COMPENSATION FOR THE ADMINISTRATORS WHO VOLUNTEER TO ACT AS PRECEPTORS. SHE SUGGESTED THAT USING THE CEU'S CONCEPT WOULD BE THE BEST POSSIBLE INCENTIVE.

PAM SNYDER, BLC REPRESENTATIVE, WAS ELATED WITH THE PROPOSED PROGRAM FOR HIGHER STANDARDS OF CARE. MS. SNYDER STATED THAT BLC IS IMPLEMENTING A GRADING PROGRAM FOR FACILITIES AS THEY ARE SURVEYED, DEPENDING UPON THE DEGREE AND NUMBER OF DEFICIENCIES FOUND, FROM "A" TO F, AS AN INCENTIVE TO ACHIEVE THE "A" GRADE.

DR. DAVID UDY STATED THAT HIS ORGANIZATION HAS DEVELOPED SOME ELECTRONIC MODULES RELATED TO DOING THE GRADING PROCESS ELECTRONICALLY SO THAT ANY ADMINISTRATOR IN ANY FACILITY CAN LOOK AT THE TRAINING TOOL TO DETERMINE THE INTRICACIES OF THE SURVEY BEFORE THE ACTUAL SURVEY TO HOPEFULLY AVOID THE PENALTIES HE/SHE MIGHT INCUR.

DR. UDY GAVE A DESCRIPTION OF HIS ORGANIZATION, STATING HIS ORGANIZATION IS A NEWLY-FORMED NON-PROFIT ASSOCIATION OF ELDER CARE TRAINING AND TOOLS FOR ADMINISTRATORS.

MARGARET MCCONNELL AND DONNA ROSE RECENTLY MET WITH RETIRED PROFESSORS FROM THE UNIVERSITY OF TEXAS WHO HAVE BEEN TEACHING ASSISTED LIVING RESIDENTIAL CARE FOR MANY YEARS. THE STATE OF TEXAS HAS A MANDATE WHERE ADMINISTRATORS MUST ATTEND THE CLASSROOM TRAINING BASED ON THE NAB FIVE DOMAINS OF PRACTICE PRIOR TO RECEIVING THE LICENSE. THAT IS ANOTHER OPTION BEING CONSIDERED BY THE COMMITTEE.

F.\*\* TERRY PEDROTTI REPORTED ON THE NEW PROGRAM BLC IS IMPLEMENTING FOR LIVE-SCAN FINGERPRINTING AND ELECTRONIC RECOVERY OF BACKGROUND CLEARANCE INFORMATION. IT IS EXPECTED TO BE OPERATIONAL IN EARLY 2006. SPECIFIC TO THIS BOARD WILL BE THE NEED TO SCAN FINGERPRINT CARDS, RETAIN A RECORD OF THE FINGERPRINTS, AND SUBMIT THEM ELECTRONICALLY TO THE RECORDS AND IDENTIFICATION DIVISION. TO THAT END, AT A RECENT VIDEO CONFERENCE, BLC SUGGESTED MS. PEDROTTI CONTACT ONE OF THE VENDORS TO DETERMINE THE FEASIBILITY OF PURCHASING A SCANNER. WHEN CONTACTED, THE VENDOR STATED THAT THE ACTUAL COST OF THE SCANNER IS MINIMAL - \$200 TO \$250. THE GREATER COST IS IN THE INSTALLATION AND TRAINING PROCESS THAT TAKES APPROXIMATELY 3 HOURS. THAT COST WOULD INVOLVE TRAVEL EXPENSES, HOTEL EXPENSES AND TIME INVOLVED, AT THE SITE OF INSTALLATION OF APPROXIMATELY 3 HOURS. BLC HAD EARLIER INDICATED THAT A REBATE MIGHT BE FORTHCOMING. HOWEVER, FOR THE PRESENT THIS IS AN OPTION BEING EXPLORED. THE RECORDS AND IDENTIFICATION DIVISION DOES NOT YET HAVE THE EQUIPMENT FOR RECEIVING LIVE-SCAN FINGERPRINTS ELECTRONICALLY - THE OLD METHOD OF SENDING THE CARDS TO THAT DIVISION IS STILL IN PLACE.

7.\*\* MARY ELLEN WILKINSON EXPLAINED THE ARCHIVING OF RECORDS USED BY HER FIRM. SIMPLY PUT, THE METHOD OF ARCHIVING IS TO SCAN A FILE AND PRESERVE IT ON A CD, THUS ELIMINATING THE NEED FOR PAPER DOCUMENTATION. MS. WILKINSON VOLUNTEERED TO PERFORM THIS SERVICE FOR THE BOARD FILES. HOWEVER, BEFORE PROCEEDING WITH THIS SYSTEM OF PRESERVING RECORDS, TERRY PEDROTTI WAS ASKED TO REVIEW THE PROCESS WITH THE STATE LIBRARY AND ARCHIVES, RECORDS DISPOSITION DIVISION. ALSO, THE COST EFFECTIVENESS OF THE PROCESS WOULD NEED TO BE TAKEN INTO CONSIDERATION. MS. WILKINSON VOLUNTEERED TO HAVE HER FIRM PERFORM THE PROCESS AT NO COST TO THE BOARD. THE COSTS INVOLVED WOULD BE THE SHIPPING OF THE PAPER DOCUMENTS FROM LAS VEGAS TO RENO - THAT COULD BE A CONSIDERABLE AMOUNT. THIS SUBJECT WILL REMAIN OPEN FOR FURTHER DISCUSSION AT SUBSEQUENT MEETINGS.

8.\*\* MARGARET MCCONNELL WELCOMED CHIEF DEPUTY ATTORNEY GENERAL, DIANNA HEGEDUIS, WHO HAS REPLACED CHARLOTTE M. BIBLE AS THIS BOARD'S LEGAL REPRESENTATIVE. MS. HEGEDUIS GAVE A BRIEF DESCRIPTION OF HER LEGAL CAREER, AND PRESENT INVOLVEMENTS, AND STATED SHE HOPED TO REMAIN IN THE POSITION FOR AS LONG AS SHE IS ABLE.

9. THE CORRESPONDENCE WAS REVIEWED AND NO DISCUSSION FOLLOWED.

MARGARET MCCONNELL ADVISED THE BOARD THAT THE AGREEMENT FROM NAB REGARDING RECIPROCITY FROM OTHER STATES THAT WILL BE IMPLEMENTED IN NEVADA JUST MAKES IT MORE FEASIBLE FOR WELL-TRAINED NURSING FACILITY ADMINISTRATORS FROM OTHER STATES TO RELOCATE HERE IN NEVADA. MS. MCCONNELL ALSO STATED THAT SEVERAL MEMBERS OF THE BOARD WOULD BE ATTENDING THE MID-YEAR MEETING OF NAB IN SOUTH CAROLINA MID-NOVEMBER, AND A REPORT WOULD BE BROUGHT BACK TO THE BOARD AT ITS NEXT MEETING.

CAROL SALA, ADMINISTRATOR FOR THE DIVISION FOR AGING SERVICES, ANNOUNCED TO THE BOARD THAT KAY PANELLI HAS BEEN APPOINTED CHIEF OF ELDER RIGHTS FOR THE DIVISION FOR AGING SERVICES TO REPLACE GILDA JOHNSTONE, WHO HAS RETIRED. MS. PANELLI HAS WORKED IN THE STATE MEDICAID DIVISION FOR MANY YEARS AND WILL BE A WELCOME ADDITION TO THE DIVISION WITH HER KNOWLEDGE AND EXPERTISE.

10. NO PUBLIC COMMENTS WERE FORTHCOMING.

11.\*\* THE BOARD MEMBERS WERE ASKED TO CONSULT THEIR CALENDARS FOR A MUTUALLY CONVENIENT MEETING DATE, TIME AND LOCATION. THE AGREED UPON DATE IS FEBRUARY 9, 2006, 9:30 AM, IN LAS VEGAS. IT WAS DETERMINED THAT THE BOARD MEETING AND PUBLIC WORKSHOP WILL BE HELD, AND IF IT SEEMS FEASIBLE, THE PUBLIC HEARING WILL BE HELD ALSO.

TERRY PEDROTTI WILL ARRANGE FOR THE MEETING PLACE IN THE GRANT SAWYER BUILDING.

12.\*\* THERE BEING NO FURTHER BUSINESS, TERRY CLODT MOVED TO ADJOURN THE MEETING AT 11:15 AM. THE MOTION WAS SECONDED BY ARNOLD GREENHOUSE, AND THE MOTION WAS CARRIED.

RESPECTFULLY SUBMITTED:

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TERRY PEDROTTI, EXECUTIVE SECRETARY

ATTESTED:

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DONNA J. ROSE, SECRETARY/TREASURER